

## **MINUTES**

### **SHEBOYGAN TRANSIT COMMISSION**

Tuesday, April 8, 2014 at **5:00 p.m.**

*City Hall – Lower Level Conference Room*

*Members:* Ald. Darryl Carlson, Chair; Ald. John Belanger (Proxy for Ald. Don Hammond), Vice Chair; Mayor Michael Vandersteen; Ald. Joseph Heidemann; Ryan Zinkel; Chief Domagalski; Chad Pelishek; Charles Windsor; Michael Helmke; Derek Muench, (ex-officio member)

*Others in Attendance:* Ann Koeller, Administrative Coordinator

*Absent/Excused:* Ryan Zinkel

1. Call to order

5:00 PM

2. Pledge of Allegiance

3. Approval of the minutes from the March 18, 2014 meeting.

Commissioner Mike Helmke motioned to approve the minutes. Ald. John Belanger seconded the motion. All ayes, motion approved unanimously.

4. Public Input (time limits are at the discretion of the Transit Commission)

None

5. Transit and Parking Monthly Reports

Transit provided 45,553 passenger trips for the month of March. Down 1.2%.

Metro Connection provided 3,200 passenger trips for March of 2014.

Parking is tracking as expected.

6. Ald. John Belanger made a motion to convene in closed session for item #9, #10 and #11 below under the exemption Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Ald. Joe Heidemann seconded the motion. All ayes, motion approved unanimously.

7. Chad Pelishek motioned to return to open session. Mayor Vandersteen seconded the motion. All ayes, motion approved unanimously.

8. Possible Action on items discussed in Closed Session

Chad Pelishek motioned to approve the items in closed session as follows:

9. New Organizational chart and updated job descriptions for Transit and Parking

Approved as presented

10. New Lead Support I position - Transit

This position will be a Non-Represented Full-Time position, grade 3 with a starting wage of \$17.00.

11. Parking Seasonal wages

The Parking Utility maintenance employee will move to the Parking Utility Lead Maintenance and receive a pay increase to \$19.00 per hour and will remain a Grade 3 effective April 1, 2014. The Parking Utility seasonal wages will be as follows:

1<sup>st</sup> Year employed: \$9.25

2<sup>nd</sup> Year employed: \$9.50

3<sup>rd</sup> Year employed: \$10.00

Maintenance Assistant: \$11.00

Mayor Vandersteen seconded the motion. All ayes, motion approved unanimously.

12. Request by Wells Fargo for use of Lot #17 on Saturday, May 3, 2014

Mayor Vandersteen motioned to file this item. Chad Pelishek seconded the motion. All ayes, motion approved unanimously.

13. Earth Day – UW Sheboygan event

Commissioner Michael Helmke made a motion to partner with UW Sheboygan and offer FREE bus rides on Shoreline Metro buses on Earth Day, Tuesday, April 22, 2014. Beginning at 5:45 am until 8:45 pm Shoreline Metro will offer FREE bus rides all day. Mayor Vandersteen seconded the motion. All ayes, motion approved unanimously.

14. R.O. No. 301 – 13 – 14. By CITY CLERK. March 17, 2014.

Submitting a Notice of Claim and Claim from Atty. Te Winkle on behalf of Coretta E. Munoz for alleged injuries sustained while riding a Sheboygan City Bus.

15. R.O. No. 302 – 13 – 14. By CITY CLERK. March 17, 2014.

Submitting a Notice of Injury and Claim for Damages from Atty. Sonnenburg on behalf of James Kuester, Sr. for alleged injuries while being a passenger on a City Bus (Reference R.O. No. 257-13-14).

Both items #14 and #15 have been forwarded to Transit Mutual Insurance. Mayor Vandersteen motioned to file items #14 and #15. Chief Domagalski seconded the motion. All ayes, motion approved unanimously.

16. Next meeting date will be May 20, 2014 at 5:00 pm.

17. Commissioner Michael Helmke motioned to adjourn the meeting, seconded by Mayor Vandersteen. All ayes, motion approved unanimously.

Meeting Adjourned.

Respectfully submitted by:

Ann Koeller, Administrative Coordinator.